

How to Request a Special Census Cost Estimate

INSTRUCTIONS

- 1) Send a **letter on your jurisdiction's official letterhead** requesting a Special Census cost estimate. Indicate if you are requesting a cost estimate for a full or partial Special Census, along with your estimated population and housing unit counts. The letter should be signed by your Highest Elected Official or designee.
- 2) Complete the **Special Census Cost Estimate Worksheet** (pages 2 -3) and include with your letter.
- 3) Include a \$200 check for the non-refundable cost estimate processing fee, made payable to **"Commerce-Census."** Attach your check to this transmittal form.
- 4) Send all materials by regular mail or certified mail to the following address. Include your letter, cost estimate worksheet, check, and this transmittal form.

**Bureau of the Census
P.O. Box 277943
Atlanta, GA 30384
Attn: Special Censuses**

— TRANSMITTAL FORM —

DATE:	
FROM:	
TO:	U.S. Bureau of the Census
SUBJECT:	Special Census Cost Estimate Request

This transmittal is for the Bureau of the Census internal use only. All funds attached and received on this document are to be deposited to:

Org Code: 11-15-0057-00-00-00-00
Project/Task: 9050999

Attach \$200 check payable to "Commerce-Census" here.

Special Census Cost Estimate Worksheet

The answers you provide in this worksheet will be used to help determine estimated costs for conducting a Special Census in your jurisdiction. Please provide as much detail as requested. Attach additional pages as necessary. In approximately 30 days you will receive a Special Census Cost Estimate, along with a Memorandum of Understanding for your consideration. We will contact you if more information is needed during the cost estimate phase. **PLEASE PRINT OR TYPE THE REQUESTED INFORMATION.**

1 of 2

1 Jurisdiction Contact Information	
Governmental Unit Name	
Governmental Unit Address	
Contact Person's Name and Title	Name: _____ Title: _____
Contact Person's Phone	() —
Contact Person's FAX	() —
Contact Person's E-mail address	
Do you have a target date by which you would like to conduct a Special Census? If YES, please provide date.	YES (Date: _____) NO

2 Area in which Special Census is to be conducted	
1) Will this Special Census be for the entire governmental unit?	YES (skip to #3) NO
2) Do you want a Special Census that only includes specific areas within your governmental unit and not the whole jurisdiction (referred to as a "Partial Special Census")? Are these areas contiguous to one another? Please define these areas using Census 2000 geography. Identify census blocks and tracts you want included in a Special Census. Use another sheet if necessary.	YES NO YES NO
3) Do any of these areas contain group quarters such as colleges, hospitals, correctional facilities, nursing homes, or military installations? If YES, please list.	YES NO

3**Demographic Information**

4) What is your estimated population count for this Special Census?

Population Estimate: _____

As of (month/year): _____

5) What is your estimated housing unit count for this Special Census?

Housing Unit Estimate: _____

As of (month/year): _____

6) What data was used to determine these estimates?

Increased School Enrollment?	YES	NO
Increased building permit activity?	YES	NO
Increased utility hookup?	YES	NO
Increased occupancy permits?	YES	NO
Recent annexation?	YES	NO
Other? _____		

Please provide specific details. For example, if you selected "Increased occupancy permits", provide the number of new permits issued over a specific time period. Use another sheet if necessary.

7) Are there any additional circumstances that will affect a Special Census in your governmental unit?

YES **NO**

If YES, please describe.